

Report for Week Ending 5 September 1956
from
FORMS MANAGEMENT BRANCH

General Information

1. Listing of All Forms under the Old Numbering System [REDACTED] 25X1A9a
Five more replies have been received to the memorandums sent to the Area Records Officer requesting them to review the use of these forms. We are now able to show 16 more obsoleted and 32 in currently active use. 3

25X1A9a 2. Functional Forms File [REDACTED] - In compiling the functional forms file it was determined that 259 forms were missing. Numerous telephone calls were made to the offices of primary interest requesting samples of these missing forms. To date the various offices have supplied 15 different forms and 5 forms have been made obsolete.

Pending Projects
DD/S Area

25X1A9a 1. Revision of "Personal History Statement", and the new "Personal History Statement - Periodic - Supplement" Form Nos. 444 and 444b respectively [REDACTED] - Final corrections have been completed on the final typed copy of Form 444. Photostats have been received on the final typed copy of Form No. 444b. Both of these forms are currently getting final coordination in the Office of Personnel.

COMPLETED ACTIONS SUMMARY

<u>TYPE</u>	<u>DD/I</u>	<u>DD/P</u>	<u>DD/S</u>	<u>STOCK</u>	<u>TOTAL</u>	<u>NO. OF COPIES</u>
New		1	3		4	13300
Revision		1		1	2	7000
Reprint		2	1		3	7500
Total		4	4	1	9	27800

Redesignated - 1
Obsoleted - 12

PENDING ACTIONS SUMMARY

<u>TYPE</u>	<u>DD/I</u>	<u>DD/P</u>	<u>DD/S</u>	<u>STOCK</u>	<u>TOTAL</u>
New			23		23
Revision	2	2	6	3	13
Reprint				4	4
Total	2	2	29	7	40

[REDACTED] 25X1A9a
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